

SANTA ROSA COUNTY

**COMPREHENSIVE
EMERGENCY MANAGEMENT
PLAN (CEMP)**

APPENDIX 6 to ANNEX C:

**SANTA ROSA COUNTY RE-
ENTRY PLAN**

SANTA ROSA COUNTY RE-ENTRY PLAN

I. PURPOSE

To establish guidelines to have residence and business owners back in to their homes or business as soon as conditions permit after a disaster in which they had to evacuate.

II. SCOPE

A. This plan addresses re-entry operations throughout the County as the result of any incident requiring evacuation of residences and other structures.

B. The public must be protected from the possible dangers in a stricken area and must be accommodate the access required for response and recovery.

C. It is a Santa Rosa County decision as to whom, and when, entry will be authorized in a stricken area. The re-entry decision is made in coordination with several agencies, SRC Division of Emergency Management, SRC Public Information Officer, law enforcement, FDOT, etc.

D. All incidents will be handled at the appropriate level, i.e. Incident Command or EOC.

E. Immediately following any disaster, regardless of size, residents immediately want to return to their homes and business owners want to reopen. Simultaneously, the County must ensure it is safe to re-enter the area. To this end, the County has prepared this phase level plan. The first three levels must be accomplished before any private citizen is permitted to return.

1. Level 1---Emergency crews
2. Level 2---Damage Assessment Teams
3. Level 3---Clean up crews
4. Level 4---Citizens who are property and business owners

will be permitted to enter.

III. RESPONSIBILITIES

A. Incident Commander: For a localized re-entry that may result from a tornado touch down, heavy rains or hazardous material incident, the Incident Commander has the authority to permit the access to the stricken area.

B. Santa Rosa County Division of Emergency Management:

1. Coordinate with all necessary ESF. For large-scale areas of impact, to include, but not limited to, Navarre Beach or the peninsula, these responsibilities including securing the affected area to ensure entry control points are established and personal property is protected, secure life threatening hazards, removing victims from the disaster area and rendering emergency assistance.

2. Coordinate with adjacent counties and municipalities to ensure reentry issues address the needs of all residents.

C. Santa Rosa County Public Information Officer: Through the Emergency Management Director and BOCC will keep the public informed through all media available including the internet, on all aspects of re-entry.

D. Damage Assessment Teams: Having been cleared for re-entry, make preliminary determinations related to accessibility and safety due to hazards in the restricted or evacuated areas.

E. Debris Removal Teams and other assets: Will gain access for clearing debris, repair roads and bridges, restore utility service and eliminate safety hazards to the degree necessary to allow re-entry to the restricted or evacuated areas.

F. Property or Business Owners: After providing reliable documentation of their status (consistent with the kind of documentation upon which prudent people generally rely). Such documentation may include a decal, bumper sticker or identification card issued by a municipality, a driver's license, voter's registration card, deed or tax bill bearing an address or description of property located in the restricted or evacuated area, an identification card or a letter from an employer doing business in the evacuated areas.

1. Once proof need for access has been established, personnel may be issued Passes (see figure C-6-1). Personnel will sign a Release and Hold Harmless Agreement (see Figure C-6-2), and Request for Permanent Residency and Release (see Figure C-6-3) as appropriate. Returnees will be given an information sheet Using Care When Re-Entering Damaged Structures (see Figure C-6-4).

2. **NO PERMIT WILL BE ISSUED PRIOR TO THE INCIDENT ON A PERMANENT BASIS.**

G. The conditions in an affected area will dictate whether the area will be open for short periods with or without escorts or reopened with no restrictions.

IV. DOCUMENTATION

The following record of re-entry events will be maintained at the EOC:

Level 1 Authorized at _____ and completed at _____.

Level 2 Authorized at _____ and completed at _____.

Level 3 Authorized at _____ and completed at _____.

Level 4 Authorized at _____ and completed at _____.

V. POSSIBLE CONSEQUENCES OF STAYING

Significant effort must be expended to ensure those people on affected areas understand the conditions contributing to the restrictions, to include, but not limited to:

- A. Water, sewer, power and telephone may not be available.
- B. Law Enforcement response could not be assured.
- C. Possibility of accidents with no way to contact emergency response personnel
- D. Emergency Medical Services may not have access.
- E. Illnesses due to contaminated food, furniture & animals.
- F. Possible chemical problems from roads, storage, cosmetics and medicine.
- G. All roads damaged so fire protection service may not be available.
- H. The possibility of generators starting fires if connected to electrical systems.
- I. Possible unsafe structural foundations which if collapsed could cause serious injury or death.
- J. Any other conditions peculiar to the area or incident.

(1)

**NAVARRE BEACH
PROPERTY MANAGER/ADJUSTER**
I hereby affirm that I am a Property
Manager/Adjuster of the below stated
address: _____

Signature

Expires

Executive Director

(2)

**NAVARRE BEACH
CONTRACTOR/EMPLOYEE**
I hereby affirm that I am a
Contractor/Employee of the
below stated address: _____

Signature

Void After

Executive Director

(With County Seal stamped)

**VARIETY OF PASSES ISSUED
(Not in priority order)**

(1) Property Manager/ Adjuster

(2) Contractor/Employee (Temporary)

(3) Navarre Beach Renter

(4) Navarre Beach Contractor

(5) Navarre Beach Leaseholder

(3)

NAVARRE BEACH RENTER
I hereby affirm that I am a
Renter of the below stated
address: _____

Signature

Expires

Executive Director

(4)

**NAVARRE BEACH
CONTRACTOR/EMPLOYEE**
I hereby affirm that I am a
Contractor/Employee of the
below stated address: _____

Signature

Expires

Executive Director

(5)

**NAVARRE BEACH
LEASEHOLDER**
I hereby affirm that I am a
Contractor/Employee of the
below stated address: _____

Signature

Expires

Executive Director

SAMPLE ONLY

Figure C-6-1

RELEASE AND HOLD HARMLESS

The undersigned hereby releases and holds harmless Santa Rosa county, Florida, its officers, employees and agents from any and all liability or damage, including but not limited to, injury or death, resulting or arising from my requested visit to my place of residence or business.

I understand that all homes and/or businesses have been impacted by the storm and may be unsafe. All roads have been damaged or destroyed. Therefore, any travel is potentially hazardous.

The undersigned is a leaseholder, renter, property owner, property manager, business owner, contractor or insurance adjustor. Access shall be permitted only under the terms and conditions as specified by Santa Rosa County.

PLEASE READ CAREFULLY BEFORE SIGNING.

OWNER/RENTER

_____	_____	_____
(Signature)	(Printed Name)	(Date)

(Local Address)		

WITNESS

_____	_____	_____
(Signature)	(Printed Name)	(Date)

WITNESS

_____	_____	_____
(Signature)	(Printed Name)	(Date)

Figure C-6-2
REQUEST FOR PERMANENT RESIDENCY AND RELEASE

I desire to return on a permanent basis to my residence. I understand that:

Water, sewer, power and telephone utilities are nonexistent.
All roads may be damaged.
Emergency services may be impeded in their response to road conditions.
Homes and businesses may be unsafe.

Access for permanent residency will be authorized starting_____. All permanent residents must make provisions to collect garbage and dispose of it in dumpsters provided by Santa Rosa county. Generators cannot be connected to electrical systems because such connections could cause a fire in the residence or business or harm utility workers who are repairing the power system.

To assist law enforcement in knowing which residence may be occupied, a sign to that affect will be posted in the property or residence.

The undersigned hereby releases and holds harmless Santa Rosa County, Florida, State of Florida and the United States Government, their respective officers, employees and agents from any and all liability or damage including but not limited to injury or death resulting or arising from my requested visit to said property.

The undersigned is a home or business owner or leaseholder or renter. Residing in said residence shall be permitted only under the terms and conditions as specified by Santa Rosa County.

PLEASE READ CAREFULLY BEFORE SIGNING.

OWNER/RENTER

_____	_____	_____
(Signature)	(Printed Name)	(Date)

(Local Address)

WITNESS

_____	_____	_____
(Signature)	(Printed Name)	(Date)

WITNESS

_____	_____	_____
(Signature)	(Printed Name)	(Date)

Figure C-6-3

USING CARE WHEN REENTERING DAMAGE STRUCTURES

Santa Rosa County urges all residents and business structure owners to use caution when reentering damaged building. Extreme caution should be used to avoid serious injury. In general, individuals should remember the following rule of thumb.

If it's not safe, don't to it.

BEFORE ENTERING A BUILDING

Check the outside. Call the utility company immediately if you find downed power lines or detect gas leaks. NOTE: Gas leaks will emit an odor of rotten eggs.

Look for external damage. Examine porch roofs and overhangs to be sure they still have all their supports. Look for gaps between the steps and the house.

If any supports or portions of the foundation walls are missing or the ground has washed away, the floor is not safe.

If you see obvious damage, have a building inspector check the house before you enter.

Enter the building carefully. If the door sticks at the top it could mean the ceiling is ready to fall. If you force the door open, stand outside the doorway clear of falling debris.

AFTER ENTERING A BUILDING

Look before you step. The ground and floors are covered with debris including broken bottle and nails. Floors and stairs can be very slippery.

Be alert for gas leaks. Do not strike a match or use an open flame when entering the building unless you know the gas has been turned off and the area is ventilated. Use a flashlight to inspect for damage.

Turn off electricity. Even if the power company has turned off electricity to the area, be sure to disconnect the power circuit. This is important because others using generators could electrify the power lines to your home. Do not use appliances or motors that have gotten wet unless they have been taken apart, cleaned and dried.

Replace exposed wires. Electrical wires that have been exposed to salt water are recyclable junk and must be replaced.

Watch for animals, especially snakes. Small animals that have been flooded out of their homes may seek shelter in yours. Use a stick to poke and turn items over and scare away small animals.

Carbon monoxide exhaust kills. Use a generator or other gasoline-powered machine outdoors. The same applies to camping stoves and charcoal fumes are deadly as well. Always cook with charcoal outdoors.

Hose the house. Most of the health hazards brought by a hurricane are in the mud and silt that is left after the water recedes. Shovel out as much mud as possible and hose the house down, inside and out.

Be aware of health hazards. Floodwaters have picked up sewage and chemicals from roads, farms, factories and storage buildings. Many flooded items, such as wallboards and mattresses, will hold mud and contamination forever. Spoiled food, flooded cosmetics and medicine are also health hazards. **When in doubt, throw it out.**

THINGS TO BRING ON REENTRY

Heavy-duty garbage bags to remove food, garbage and spoiled material.

A ladder for accessing elevated homes.

NOTE: Building inspectors will be on site if you have questions.

Figure C-6-4